

Office of United States Senator Tammy Duckworth Internship Application

Overview

Thank you for considering an internship with Senator Tammy Duckworth's office. Each year, our office holds three intern cohorts: Spring, Summer Part I and Part II, and Fall. Applicants who wish to begin their internship at any time other than the beginning of a designated cohort should contact the Intern Coordinator directly.

Interns are assigned to a department at the discretion of the office. You may also assist in the front office by helping answering phones and greeting constituents.

Please read this packet carefully and be sure to complete all items on the checklist before submitting your application. Once you have finished your application, please scan and email all of your application materials to internships@duckworth.senate.gov. We highly encourage all applicants to send an email version rather than a hard copy in order to expedite the review process.

Funding

This internship program is unpaid. If you are receiving an outside stipend from another party, please inform the Intern Coordinator and provide any available documentation upon submission of this application.

Application Checklist

Please submit all of the following documentation together in a single PDF file. Applicants who send in partial applications will not be considered for this program.

1. _____ Internship Application (this form)
2. _____ Addendum for summary of work experience (one paragraph)
3. _____ Current Resume
4. _____ Sample memo (1 page). This should be a mock memo addressed to the Senator from you. Please write about a topic, issue, policy, or story that interests you. You have wide latitude to be creative; your formatting, issue area, and approach is entirely up to you.
5. _____ Two academic or professional references. Please include title and contact information (phone number, email address). References should not be a close friend or family member.

Location Preference

Please rank your location preference of where you would like to intern (with 1 being your first choice and four being your last choice). Leave blank any locations you are not interested in interning at.

Ranking	Location
	Washington DC
	Chicago
	Springfield
	Carbondale

Department Preference

Please rank the top three departments that you wish to assist (with 1 being your first choice and three your last choice). While we try to match applicants with their top choices, we cannot guarantee that you will be assigned to these departments. For Law and Graduate students not interested in the other departments, please only select "1" for "Law and Graduate."

DC-based

Ranking	Department	Description
	Operations	Assist the Administrative team with inventory management, expense tracking, IT and operational needs of the Office
	Communications	Assist the Press team in media monitoring, clips, press releases, press lists, digital communications and other tasks
	Legislative	Assist the Legislative team in research, corresponding with constituents and other tasks
	Scheduling	Assist the Scheduling team in managing event requests, advancing events the Senator will attend and other tasks.
	Law and Graduate	<i>Available only to Law and Graduate students.</i> Assist General Counsel and policy team in research, hearing preparation and analysis and other tasks.

State-based

Ranking	Department	Description
	Operations	Assist the Administrative team with inventory management, expense tracking, IT and operational needs of the Office
	Communications	Assist the Press team in media monitoring, clips, press releases, press lists, digital communications and other tasks
	Casework	Assist the Casework team in liaising with federal, state and/or local agencies for constituents and other tasks
	Scheduling	Assist the Scheduling team in managing event requests, advancing events the Senator will attend and other tasks
	Outreach	Assist the Outreach team in liaising with community and constituency groups as well as the offices of local, state and federal elected officials and other tasks

Session Dates and Application Deadlines

Session	Session Dates	Application Deadline
Spring 2018	January 5, 2018 – May 15, 2018	November 5, 2016
Summer 2018	May 15, 2017 – August 21, 2017	March 15, 2017
Fall 2017	August 21, 2017 – December 22, 2017	Extended to July 31, 2017

Applicants are encouraged to apply early for sessions listed above. Intern slots are subject to availability.

Availability

Please indicate the days and times that you will be available (no earlier than 9am and no later than 5pm local time). The Intern Coordinator will build a calendar based upon the availability of all interns. Your availability below will not necessarily be your final schedule. Most full time interns will work four days a week.

	Monday	Tuesday	Wednesday	Thursday	Friday
From:	am/pm	am/pm	am/pm	am/pm	am/pm
To:	am/pm	am/pm	am/pm	am/pm	am/pm

Total number of available hours per week (no more than 40): _____

Total number of required hours per week: _____

(If this program is not required for credit, please this blank)

Personal Information

Name:	
Current Address:	
Phone:	Email:

If selected for an unpaid internship, I could truthfully certify that I am in the United States legally:

Yes _____ No _____

Education

College/University:	
Expected Graduation Date:	Degree Type:
Major:	Minor:
GPA:	Major GPA:
Extracurriculars:	

High School:	Location:
Extracurriculars:	

Experience

Separately from this application, please summarize your work experience in one paragraph. If you do not have extensive internship/work experience, please write one paragraph about the characteristics and skill-set that you will bring to this program.

Beneath your summary, please indicate whether or not you will be receiving academic course credit through this internship program. If you will be receiving credit, please provide us with the name and contact information for your professor, as well as any relevant documentation for your school.

Interest Areas

Please provide a list of your three top policy interest areas, examples include the environment, immigration, healthcare, Veterans' issues, etc.

References (Please submit 2)

Name:	
Title/Position:	
Organization/Institution:	
Phone:	Email:
How does this person know you:	

Name:	
Title/Position:	
Organization/Institution:	
Phone:	Email:
How does this person know you:	

Equal Opportunity Employer and Accommodation

The Office of Senator Tammy Duckworth is an equal opportunity employer in accordance with the requirements of Senate rules and regulations and applicable federal laws. Please contact us for any accommodations needed in the application process.

Submitting Your Application

Please scan all application materials and send them to internships@duckworth.senate.gov in a single PDF file.

In the subject line, please indicate: your name, your first choice location and cohort.

If you are interested in applying for multiple locations, please list them in the subject.

Example 1: Jane Doe; Washington, DC; Spring

Example 2: Jane Doe, Springfield OR Chicago, Summer

If you have any questions regarding your application, or have any difficulty submitting, please email us at the address above. If you require submitting by fax, please contact us.

Current Internship Coordinators

Washington, DC
Chelsea McDonald
Internships@duckworth.senate.gov

Chicago, IL
David Applegate
Internships@duckworth.senate.gov

Springfield, IL
Edie Long
Internships@duckworth.senate.gov